



MEMORANDUM FOR: Deputy to the DCI for the Intelligence Community
Deputy to the DCI for National Intelligence
Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
General Counsel
Inspector General
Legislative Counsel
Comptroller
Director, Equal Employment Opportunity

FROM : E. H. Knoche
Deputy Director of Central Intelligence

SUBJECT : Guidelines for Use of Professional Aptitude
Test Battery (PATB) Analyses

1. At my request, a review was conducted of the Professional Aptitude Test Battery (PATB) analysis in relation to minority hiring and employee placement. It was brought to my attention that the analyses of PATB scores tend to emphasize the predictive qualities of the PATB and deemphasize its value as a placement tool. It is not my intention to preclude the use of testing or measuring procedures in the hiring process; obviously they are useful. However, it has been noted that there is a tendency to misuse PATB analyses as a sole basis for rejection of otherwise seemingly qualified applicants. In addition, it was discovered that appropriate security controls have not been adhered to in the handling of EYES ONLY, PATB analysis memoranda.

2. To insure proper usage and secure handling of PATB analyses, the following actions should be initiated immediately:

a. Develop guidelines at the component level, in conjunction with [redacted] for the use of [redacted] testing in hiring, placement, and career development of employees. These guidelines should discuss ability measures, temperament scales, and work attitude scales of the PATB. They should also

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describe the responsibility of each unit supervisor to review and interpret PATB analyses in accordance with the extent to which they relate to performance in his/her particular unit.

b. Insure that PATB analyses contain only an evaluation of applicants' and employees' strengths and weaknesses. No statement should be made concerning suitability or non-suitability for Agency-wide professional employment. This determination of suitability or non-suitability will be the sole responsibility of the hiring official who should be responsible for understanding the subscales of the PATB.

c. Release of PATB analyses will be made by [redacted] only upon receipt of a written request from appropriate supervisors. Requests made by telephone or other media will not be honored.

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d. Recipients of PATB analyses shall be responsible for insuring that the EYES ONLY security control is enforced and handling is in accordance with instructions provided on a cover sheet. Copies of the PATB analyses are not to be retained by the requesting office.

e. [redacted] will attach a cover sheet to all PATB analyses which will clearly indicate handling instructions in bold, red print.

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E. H. Knoche

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Next 1 Page(s) In Document Exempt

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